

Chen

17 May 1974

MEMORANDUM FOR: Chief, O/DD/I Management Staff
THROUGH : Chairman, COMIREX [REDACTED]
SUBJECT : Conference Room Facilities
REFERENCE : My Memorandum Dated 25 January 1974
re ICRS Space

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1. As you know, the COMIREX/ICRS Staff is moving this week into new quarters on the first floor of the Headquarters Building. We are being moved into 1G38 without any structural changes being made, but with the understanding that the space will be renovated at an early date to meet our requirements and specifications.

2. As pointed out in the reference memorandum, there is a real need to have conference room space readily available for regular ICRS meetings (weekly), as well as for special COMIREX meetings held in Headquarters Building, special ICRS meetings, meetings of CADCOG and the TK Modification Working Group, and ad hoc meetings of task teams, etc. The number of such meetings has been growing and it is becoming more and more difficult to borrow space from other components. We have determined, therefore, that we must provide space to meet these requirements even at the expense of much-needed office space for ICRS personnel.

3. Plans, drawn up in consultation with [REDACTED] of the Architectural Design Staff for renovating Room 1G38, provide for a room to be partitioned off in the space assigned to ICRS. Since this space will be dedicated to use as a conference room, special emphasis should be placed on insuring it is finished and furnished to provide a conference atmosphere rather than being just a makeshift meeting room. Permanent or semi-permanent display facilities, projection

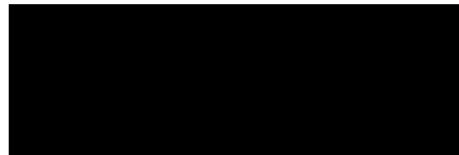
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Administrative - Internal Use Only

screen, chalk board, tack boards, etc. should all be included in the plans. The room should be paneled or otherwise finished in something other than grey or white metal walls and the floor should be carpeted.

4. It is suggested that the services of an outside company knowledgeable in this field be sought, if necessary, and funds allocated to have such a room designed and installed at the earliest possible time.

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Chairman, ICRS